

**JOB DESCRIPTION  
MURFREESBORO POLICE DEPARTMENT  
PART-TIME CUSTODIAN**

**1. JOB TITLE:     PART-TIME CUSTODIAN**

**2. DEFINITION:**     The part-time Custodian is responsible for helping maintain the overall cleanliness of the Police Department facilities and the grounds surrounding the facilities. This position requires approximately twenty-nine (29) hours of work per week. The employee is responsible through the chain of command to the Police Chief. All employees are responsible to the City Manager. This position is classified Non-exempt for the purpose of the Fair Labor Standards Act, as having possible occupational exposure to bloodborne pathogens, and as Safety Sensitive, the employee is subject to pre-employment, reasonable suspicion, post-accident, random, promotion and transfer, return to duty and follow-up drug and alcohol testing. The employee is subject to a pre-employment physical examination with a written statement from the physician as to the employee's ability to meet the physical strength and dexterity requirements of the position.

**3. EQUIPMENT/JOB LOCATION:**

- a.     The part-time Custodian uses cleaning equipment including: mops, brooms, buffing machines, vacuums, and various other kinds of janitorial equipment.
- b.     The part-time Custodian will work inside Murfreesboro Police Buildings, including the Murfreesboro Police Annex, as well as the grounds surrounding all facilities. The custodian is exposed to dirt, dust, cleaning chemicals, trash, and body fluids.

**4. ESSENTIAL FUNCTIONS OF THE JOB:**

- a.     Sweeps, mops, and waxes floors and stairwells on a routine basis.
- b.     Vacuums and cleans carpet on a routine basis.
- c.     Cleans windows and changes light bulbs as needed.
- d.     Dusts and/or polishes furniture, window ledges, ceilings, light fixtures, etc.
- e.     Maintains and cleans restrooms, drinking fountains, and kitchens in a sanitary manner.
- f.     Removes litter and waste paper from the inside of the buildings and on the grounds surrounding the buildings.
- g.     Sets up and takes down equipment for meetings and other activities.
- h.     Carries equipment, tables, chairs and other objects weighing up to fifty (50) pounds and must climb stairs.
- i.     Utilizes safety measures and assists in the overall safety at all times inside the building and on the grounds.
- j.     Replaces soap and paper products in dispensers.
- k.     Empties trash cans and cleans containers.
- l.     Cleans and maintains equipment and tools.
- m.     Must be able to perform job duties as described on essential functions addendum.

**5. ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- a. Occasionally moves miscellaneous office equipment and furniture.
- b. Performs other duties as assigned, and special projects including minor building maintenance, mail delivery, and pickup.

**6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- a. Knowledge of basic custodial procedures and ability to complete assigned tasks within work time comparable to that of other custodial personnel.
- b. Must be at least 21 years of age.
- c. Be a high school graduate or possess equivalent. Education may be waived by experience
- d. Must have legal authorization to work in the United States.
- e. Pass a pre-employment background investigation.
- f. Submit to and pass a pre-employment drug and alcohol screen.
- g. Must not have been convicted of, pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or City ordinances relating to force, violence, theft, dishonesty, gambling, liquor or controlled substances. (While these are absolutely disqualifying, other violations of the law must also be disclosed and may result in non-selection.)
- h. Must possess the knowledge and have the ability to use common hand tools and janitorial equipment.
- i. Ability to understand and carry out oral and written instructions and posted schedules.
- j. Ability to perform a variety of routine cleaning tasks.
- k. Possess knowledge and/or the ability to learn about occupational hazards and safety precautions.
- l. Must be able to distinguish between cleaning materials.
- m. Ability to carry out duties with a minimum of daily supervision.
- n. Ability to report to work on time and perform responsibilities for the full duty schedule and in a timely fashion, and notify appropriate individual in advance if unable to work.
- o. Ability to perform a variety of tasks simultaneously or in rapid succession.
- p. Ability to climb ladders and work effectively at heights of ten (10) feet.
- q. Ability to establish and maintain effective working relationships with the public and other employees.
- r. Ability to perform occasional overtime and weekend work.
- s. Must have sufficient physical strength and ability to independently and repeatedly lift, move and carry objects weighing up to 50 pounds and to repeatedly lift, move and carry objects weighing more than 50 pounds with assistance.
- t. Must be able to pass physical abilities test/post offer screen for employment.

Non-Exempt  
Safety Sensitive  
May 13, 2005

**ESSENTIAL FUNCTIONS ADDENDUM  
CITY OF MURFREESBORO  
CUSTODIANS**

A custodian will apply for employment at one of the four facilities with the City of Murfreesboro. These facilities include: 1) St. Clair Street Senior Center, 2) Murfreesboro Police Department, 3) General and Administrative Department, or 4) Murfreesboro Parks and Recreation Department. The custodian is responsible for maintaining the overall cleanliness of the facility they are working for and the grounds surrounding the facility. The custodians are also responsible for the set-up of activities at their designated facility.

### Physical Demands

Rarely – suggests the employee is required to perform tasks less than 8 repetitions per hour, or less than 33% of the day.

Occasional – suggests the employee is required to perform tasks 8-15 repetitions per hour, or 33% of the day.

Frequent – suggests the employee is required to perform tasks 16-32 repetitions per hour, or 34-65% of the workday.

Constant – suggests the employee is required to perform tasks 33 or more repetitions per hour, or 66% or higher of a workday.

<u>Lift</u>	<u>Rarely</u>	<u>Occasional</u>	<u>Frequent</u>	<u>Constant</u>
<20#			X	
20-50#		X		
50-75#		X		
75-100#	X			
>100#	X			
<u>Push/Pull</u>				
<50#			X	
50-100#		X		
100-150#	X			
>150#	X			

Depending on the job duties assigned for the day the employees may be performing lifting and pulling on a more frequent or less frequent basis. However, job duties may change throughout the week depending on the needs of the individual department for the custodian.

Bending/Squatting/Twisting/Crouching – Is required constantly throughout the day while mopping, dusting, painting, sweeping, vacuuming, polishing, buffing the floors, etc. Also required emptying trash, changing light bulbs and moving furniture.

Pushing/Pulling – Is required constantly moving equipment, and furniture, mopping, painting, sweeping, vacuuming, and buffing floors. Also used when using a 12-foot pole to clean the outside windows.

Lifting/Carrying – Is required frequently during the day moving equipment and furniture for cleaning purposes or setting up for a function. Required for storing cleaning supplies, painting, using 12-foot pole to clean outside windows, removing trash and using hand tools.

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The following items were weighed and can be lifted, carried, pushed, pulled or manipulated in a fashion using all 4 components.

<u>Item</u>	<u>Weight</u>
55 gallon trash bag (filled with paper products).	10#
	32#
	28#
Vacuums	23#
	15#
Tables	60#
	50#
Chairs	10#
	22#
Box of bleach	12#
Box of Lysol	30#
Desks	150#
	220#
Wet vac (on four wheels)	60#
High speed buffer (on four wheels)	100#
Filing cabinet	220#
5-gallon mopping bucket	32#

Employees are able to get help lifting heavy objects, but must be able to lift up to 50# without assistance. Dollies are available to help with moving equipment and furniture.

Standing/Walking – Can be required constantly throughout the day depending on the job duties assigned.

Sitting – Required occasionally. Able to sit during breaks and at lunch.

Reaching – Required constantly painting, sweeping, cleaning windows, dusting, buffing, mopping, changing light bulbs, etc.

Manual dexterity/Gripping – Required constantly while performing cleaning duties. Also required occasionally using small tools including: hammers, screwdrivers, wrenches, pliers, small drills, etc.

Fine Motor Control – Can be performed when using small hand tools and changing light bulbs.

Overhead activity – Required frequently painting, washing outside windows, changing light bulbs, and dusting high placed objects.

Climbing – Climbing ladders is required when changing light bulbs, and painting. Also required to ambulate stairs.

Tools handled:

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Hammer  
Screwdriver  
Wrenches  
Vacuum  
Buffer  
Wet vac  
Mop  
Broom  
Small drills  
Pliers  
Paint brush

Work Conditions

*Exposed to:*

Hot temperatures  
Cold temperatures  
Sudden changes in temperatures  
Noise  
Slippery surfaces  
Rain  
Snow

*Need physical ability for:*

Squatting  
Bending/Crouching  
Stooping  
Hand gripping  
Fine motor control  
Twisting  
Hand/Eye coordination  
Pushing/Pulling  
Lifting/Carrying  
Reaching  
Overhead activity  
Climbing  
Kneeling